

# CHECKLIST FOR REAL PROPERTY ACTION REQUEST

Please attach this checklist with your original request package.

## INFORMATION ENCLOSED FOR \_\_\_\_\_

(check applicable box)

Project Name/Location \_\_\_\_\_

YES

NO

- |                          |                          |                            |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Program Manager            |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Description       |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Location              |
| <input type="checkbox"/> | <input type="checkbox"/> | Use Requirements           |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Requirements       |
| <input type="checkbox"/> | <input type="checkbox"/> | Unusual Restrictions       |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Concerns     |
| <input type="checkbox"/> | <input type="checkbox"/> | Requirement Justification  |
| <input type="checkbox"/> | <input type="checkbox"/> | Property Owner Information |
| <input type="checkbox"/> | <input type="checkbox"/> | Effective Date             |
| <input type="checkbox"/> | <input type="checkbox"/> | Requirement Term           |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounting Data            |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsible Unit           |
| <input type="checkbox"/> | <input type="checkbox"/> | Other                      |

POC Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Fax \_\_\_\_\_

- ☐ Your request has been reviewed and found to be Complete. Final agreement is scheduled for signature no later than \_\_\_\_\_
- ☐ Your request has been reviewed and found to be Incomplete. Please furnish the following \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

RP Specialist Name \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Fax \_\_\_\_\_